

Juvenile Detention Facility Lieutenant

Nature of Work

This is very responsible supervisory and administrative correctional facility work with responsibility for assisting the Director with the daily operations of a juvenile detention center. Activities associated with the job include supervising operational policies and procedures, assisting with the annual budget for the facility, supervising and directing the activities of Juvenile Correctional Sergeants, Juvenile Correctional Officers and administrative staff, entering and overseeing the data entry of information into a computer database, performing, assisting and supervising the placement of the juveniles into the Sevier County Juvenile Facility and assisting with investigations and filing charges against juvenile offenders. Additional responsibilities include overseeing and assisting with the transports, searches, safety checks, programs, medical needs, education and meals of the juveniles; while maintaining a log of events, and checking for additional warrants and /or petitions on juveniles taken into custody, compiling data and submitting reports to various boards and commissions, maintaining effective relationships with local and regional law enforcements agencies and related supervisory and administrative duties. Job duties require successful completion of required custody, sufficient strength and agility to perform the physically demanding aspects of the job, ability to effectively supervise and direct the activities of facility personnel, experience with operational policies and procedures, and excellent organizational, interpersonal and decision making skills. Job performance is evaluated by the Director of the Sevier County Juvenile Facility through review of the assigned personnel and effective interaction with juveniles taken into custody, organizational and decision making skills, and effectiveness of supervising operating policies and procedures established for the juvenile detention center.

Illustrative Examples of Work:

- Assists with annual operating budgets and monitors the expenditure of funds to ensure compliance with budgetary goals and objectives.
- Assists with the implementation of operational policies and procedures and supervises the activities of departmental personnel to ensure compliance.
- Supervises, assists, and performs intake activities for juveniles taken into custody including conducting searches, obtaining pertinent medical information and recording personal items into a log.
- Supervises the entering of personal identification information into a computer database and assists with conducting searches in local and state law enforcement databases for outstanding warrants, personal identifiers and/or criminal histories.
- Supervises and directs the activities of facility personnel and ensures adherence to standard operating procedures.

- Ensures that periodic searches of the perimeter and grounds of the juvenile detention center are performed according to established schedules.
- Oversees and assists with conducting periodic searches of detainees taken into custody.
- Establishes and maintains effective relationships with local and regional law enforcement personnel and ensures the proper coordination of activities involving juvenile offenders.
- Coordinates public relations activities, makes presentations and conducts tours of the facility for school groups, civic organizations, etc.
- Compiles data and prepares and submits reports to the Director, various boards and commissions.
- Monitors changes, developments and trends in juvenile law enforcement and incarceration and assists with amending operational policies and/or procedures in response.
- Assists the Director with all human resources activities for facility staff including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Assists with the coordination and assignment of training schedules for staff to ensure the completion of all required training hours.
- Responds to any violations of standard operating procedures committed by shift personnel and addresses as necessary.
- Ensures that routine and random security checks are conducted as prescribed in operational policies and a log of monitoring activities indicating the demeanor and/or delinquent behavior of detainees is properly maintained.
- Oversees the distribution of meals and dispensing of medicine to juveniles in custody at prescribed times.
- Supervises, assists, and performs transports of detainees to medical appointments, emergency facilities, court appearances or other correctional facilities.
- Ensures that required documentation of pertinent information is maintained in an organized and accessible manner.
- Intervenes and establishes control in dangerous and/or volatile situations to ensure the safety of detainees and staff.
- Reviews all documentation pertaining to the intake, custody and/or release of detainees and updating computer records as needed.
- Interacts with detainees and family members in a courteous and professional manner at all times.
- Determines the appropriate course of action for juveniles experiencing trauma or in need of medical attention.
- Performs related duties as assigned or required by the Director.

Necessary Requirements of Work

Graduation from an accredited high school or GED with additional course work and training in crime prevention, criminal law and/or law enforcement; considerable experience supervising staff (preferably in a correctional setting); considerable experience working with juveniles and or

adult corrections; ability to interact effectively with detainees and the public; sufficient physical strength and agility to perform work related activities and react to emergency situations; excellent organizational, interpersonal and decision making skills or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of Tennessee Code Annotated Sections pertaining to civil and criminal law, statutes, ordinances, and regulations pertaining to the detention of juveniles.
- Thorough knowledge of Federal, State, and local (Sevier County) laws and ordinances and juvenile detention center operational policies and procedures.
- Thorough knowledge of common first aid practices, CPR and exposure to dangerous pathogens.
- Thorough knowledge of dietary requirements for various health conditions and the effects of common psychotropic drugs.
- Thorough knowledge of the psychological and emotional needs of children and adolescents.
- Thorough knowledge of the constitutional and civil rights of juveniles taken into custody.
- Thorough knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to supervise and implement effective operational policies and procedures to ensure the efficient and effective operation of a juvenile detention facility.
- Ability to compile data and prepare comprehensive reports, grant applications, etc.
- Ability to react quickly and appropriately to potentially dangerous or volatile situations and ensure the safety of others.
- Ability to perform the physically demanding requirements of the job.
- Ability to effectively supervise and direct the activities of departmental personnel.
- Ability to establish and maintain effective working relationships with co-workers, emergency and law enforcement personnel, detainees and family members.
- Ability to make appropriate and timely decisions based upon the information and resources available.
- Ability to maintain a professional and courteous demeanor when interacting with detainees and family members.
- Ability to acquire and utilize new job related information as required.
- Skill in the operation and use of modern law enforcement protective devices, Tasers, chemical sprays, safety and restraint equipment, etc.
- Skill in diffusing potentially volatile situations and prevent the further escalation of tense situations.

Necessary Special Requirements:

- Prior to employment incumbents must successfully pass a physical screening, written psychological examination by an approved agency (as required by state law) and pass a drug test.

- Upon employment incumbents must successfully complete and pass the Tennessee Corrections program for Juvenile Detention Centers (40 hours) and the Sevier County Juvenile Training Program (120 hours).
- Be eligible to Possess a Certification or Bond as a law enforcement officer.
- Maintain Non-Lethal weapons certifications.
- Maintain a current certification in CPR and First Aid.
- Possess and maintain a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.